# FSC-52-B

# ROU Brief - 3/25/98

For: AVP/RSM/RBM/ROM/KAM/AM/DM/RM/AE/MC/PC/PRC/SC

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### **RETAIL PROGRAMS**

#### **WINSTON Equity Test** (Contact: Lori O'Connor, #3019)

· REMINDER: WINSTON Equity test being conducted in the Buffalo, St. Louis and Atlanta Regions will continue through second quarter.

#### Forsyth Tobacco (Contact: Gwen Scott, #3340)

- · Revision of Customer Services Contacts:
  - SSA Lu Ann Hamby, #3521
  - NESAWSA Donna Smitherman, #3078
  - MWSA Charlotte Clubb, #3529
- · Customer Services contacts will assist with questions related to Forsyth Tobacco alliance accruals and payments, forecasting of private label promotions and off-invoice pricing structures for established private label accounts.

#### SMS

#### Coupon Shipments (Contact: Bill Brown #3324)

- · Effective immediately, all coupon orders will be shipped via UPS. This ends the practice of GATX sending small shipments of coupons via Certified Mail (USPS) with return receipt requested.
- . Change will eliminate need for field personnel to pick orders up at Post Office but still provides us with method of tracing shipments.
- · Requires that "ship to" locations are street addresses versus post office box numbers. UPS will not deliver to a post office box.

# SYSTEMS

- Accounts Payable Inquiries (Contacts: Millie Jefferson, #2370, Hope Hauser, #0368)
  - Effective 3/1/98, inquiries on SIS, TPS or Accounts Payable checks should be directed to Millie Jefferson, extension #2370, Fax #2279.
  - Effective 3/1/98, inquiries on sales drafts should be directed to Hope Hauser, extension #0368, Fax #0353.

### OTHER

- Accomplishments-Sales Merchandiser (Contacts: Kate Schindler, #3489, . Sharon Reid, #2584)
  - · Accomplishments for Sales Merchandiser form is available on F3FILL.
    - Click on Miscellaneous
    - Click on Other
  - · Submit recent accomplishments to Kate Schindler 16th Floor Reynolds Building
  - · Submissions will be considered for publication in upcoming Sales Merchandiser articles.